



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Traffic Signal**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical and supervisory work in the installation, maintenance, programming, modification, and repair of traffic signals and signal systems.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists in prioritization of work and assigns daily work activities to traffic signal crews. Provides day-to-day supervision of maintenance and installation operations of traffic signals and signal systems.

Performs technical work involving engineering related field inspections, review construction plans and traffic signal construction plans.

Coordinates field projects with supervisor and engineering staff and traffic signal contractors. Inspects and insures the timely and accurate job completion of traffic control devices in accordance with Florida Department of Transportation and Seminole County Traffic Signal Standards.

Maintains inventories of field signalization parts and equipment. Orders sufficient spare equipment for emergency and routine field repairs. Submits work orders, material and equipment requests to supervisor for approval. Reports field equipment deficiencies to appropriate supervisor for repair. Estimates time required for projects and maintains appropriate records. Supervises construction activities and trouble shoots electronic equipment as required.

Installs and maintains traffic signal closed loop systems and associated communications equipment to include hardwire, microwave radio telemetry, fiber optics, and video surveillance equipment. Schedules routine maintenance and establishes maintenance guidelines.

Performs after hour stand-by duties for emergency repair and other related repair work as necessary.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principles and theory of electronics technology as related to traffic signals and signal systems. Considerable knowledge of the installation, maintenance, and trouble shooting of traffic signal and signal systems. Extensive knowledge of occupational hazards and safety precautions of the electronic trade. Knowledge of safety precautions for working with high voltage signal controller systems, overhead regulatory and advisory signs, and tools and apparatus necessary for installation and maintenance. Extensive knowledge of the M.U.T.C.D. and the Florida Department of Transportation standards and specifications for road and bridge construction pertaining to traffic control devices.

Ability to read and interpret plans and blueprints for the planning and review process. Ability to plan, assign and review the work of contractors and semi-skilled technicians. Ability to communicate effectively both orally and in writing.

Associates Degree in Electronics and six (6) years' experience in the installation, maintenance and repair of traffic control devices and two (2) years' experience in a supervisory position.

Must possess and maintain a valid Florida Driver's License.

Must possess an IMSA Work Zone Safety Certificate.

Must possess an IMSA Level III Signalization Certificate

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The normal work environment for this position includes technical work performed in the field and in a shop area. Incumbents perform duties that include lifting, standing, stooping, sitting, walking over construction areas, and working in adverse weather conditions. Position requires the ability to climb ladders and to work at heights of thirty-five (35) feet above the ground. Ability to maintain good physical condition sufficient to satisfactorily perform job duties and to walk on uneven surfaces.

